

2008-2009 Follow-Up Data Entry Instructions

On the eTIGER home page, in the menu on the left, there are three links related to Secondary Placement Data Reporting:

1. **Follow-up Entry** - under "Class/Course Rosters", to enter survey results
2. **District Approval** - under "Utilities", to approve system follow-up data
3. **Follow-up Report** - under "Reports", to generate the Follow-up Report

Prepare Concentrator List for Follow-up Report of 2008-2009

On eTIGER, the follow-up data entry list of the year is generated automatically based on the grade and concentrator status of the students. This final follow-up data entry list may need adjustment because some CTE concentrators may 1) delay graduation 2) graduate early 3) become a concentrator in more than one program area. Currently, the follow-up list on eTIGER is based on the Perkins IV definition of concentrators, three or more earned credits in a program area. Assure the list includes only Perkins IV concentrators.

- Log on to eTIGER.
- Click on "Follow-up Entry" under "School/Course Rosters".
- Select school year of "2008-2009".
- Check column of "Perkins Version" listed all "4".
- Exclude the duplicate concentrators from the list.
 - Check "Exclude" on the follow-up data entry screen of the student.
 - Put "duplicate" in "comments" to indicate this student is a duplicate concentrator to be excluded.
 - Click "Save Follow-up Data" to save the excluding checkmark and comment.
- Click on "Follow-up Entry" and select school year "2008-2009" again to make sure the new 2008-2009 follow-up entry list includes only the Perkins IV concentrators and the duplicate concentrators (in a different program area) with a check in the "Exclude" column.

Note: Be aware that you may have duplicate concentrators in the same program area or in different program areas.

Correct the Duplicate Concentrator in the Same Program Area

Though a CTE student may possibly become a concentrator in different program areas if he or she meets the Perkins IV concentrator definition of "earned three credits in a program area", the same student can only become a concentrator in the same program area **ONE** time.

If the duplicate concentrators listed on "follow-up entry" screen are in the same program area, follow the steps below to correct data:

- Click on "Search Perkins IV Concentrator" under "Utilities".
- Fill in the "School", "SSN", "First Name", and "Last Name" of this duplicate concentrator from "Search Perkins 4 Students" screen. (Collect the duplicate concentrator's information from "Follow-up Entry" screen of their school, SSN, name, and courses.)
- Click "Find Person".
- Be sure to check "Select" at "Search Process" screen before you click "View Course List" of the selected student.
- At "Concentrator" screen, "concentrations" table, click "delete" for the course(s) which is **NOT** the third earned credit course in the program area.

- Click “Delete This Concentration” to make the changes.
- Check at “Concentration” table only list **ONE** course in the same program area. It is OK to have more than one course listed if they are in different program areas. (A CTE student is allowed to become a concentrator in more than one program areas).
- Click on “Follow-up Entry” and select school year “2008-2009” again. The new 2008-2009 follow-up entry list includes only the Perkins IV concentrators and those duplicate concentrators in the same program area have been removed from the list.

Place Concentrators Who Have A Delayed Graduation

- Click on “Follow-up Entry” under “School/Course Rosters”.
- Select the year of the expected graduation for this student under “Report Year”. (Please indicate the reason in “comments” column.)
- Click “Save Follow-up data” at the bottom of the screen.
- This student will be removed from 2008-2009 follow-up entry screen and placed into the year just selected.
- Change the “Report Year” on the top of this screen to switch to the newly selected graduation report year for the follow-up entry screen to view this student from the list.

Place Concentrators Who Have An Early Graduation

- Click on “Follow-up Entry” and select the originally expected graduation school year for this student. (For example, 2009-2010)
- Find the student on the list, change the “Report Year” of this student to 2008-2009, click “Save Follow-up Data” at the bottom of the screen.
- This student will be removed from 2009-2010 follow-up entry screen and added into the 2008-2009 follow-up entry list.

Entering Follow-up Survey Results

Click “Follow-up Entry” under “Class/Course Rosters” to enter your survey results. Be sure to verify the concentrator’s name and social security number before entering any survey results. (Email Tina at Tina.McNeal@state.tn.us if a student’s name or SSN/State ID is incorrect.)

1. Click District/School System and select Report Year (2007-2008 for the current year); then click “Generate List” to retrieve the list of concentrators.
2. At your convenience, you may generate the concentrator list not only for the whole system, but also for specific options by selecting “School”, “Program Area”, or “Program Area of the selected School”.
3. Click the following columns to enter the data:
 - a. “Grad.” for Graduated
 - b. Post-Secondary
 - i. Post-Secondary Institution Enrolled, click to select the post secondary institution from the dropdown list. Email Tina if the reported institution is not listed.
 - ii. Took Remedial Courses
 - iii. Used Dual Credits
 - iv. Tech Prep (articulated course credits/dual credits awarded)

- v. Licenses or Certificates (post-secondary licenses or certificates awarded)
 - c. Military
 - d. Employed
 - e. Not_Placed
 - f. Not_Located
 - g. Other
 - h. Related to High School CTE area of concentration
- 4. Click "Exclude" if you choose not to include this concentrator in the follow-up survey and indicate the reason in the "Comments" column.
- 5. In all cases the "Report Year" should be listed as "2008-2009". If this concentrator did not graduate this year, select the year of the expected graduation and click "Save Follow-up data". This student will be placed into the year newly selected and removed from 2008-2009 follow-up entry screen. (Please indicate the reason in "comments" column.)
- 6. Use the "Comments" column to include any explanation of changes to the data.
- 7. **Be sure to click "Save Follow-up Data" frequently to avoid data loss. (There is a 20-minute maximum idle period for eTIGER).**

Approving System Follow-up Data

This is the last step of reporting the follow-up survey.

- 1. Click "District Approval" under "Utilities".
- 2. On the "District Approval" window, click "Approve Follow-up Correct" to approve the follow-up results. Your follow-up data are locked in eTIGER after approval.
- 3. If you need to modify follow-up data, remove the lock on the data by selecting "Cancel Approved Follow-up Correct" after clicking "District Approval".
- 4. Be sure to approve your data again. Only the approved data will be included in the State School Report Card.

Generating the Follow-up Report

- 1. Click "Follow-up Report" under "Reports" to generate the follow-up report.
- 2. You may select to exclude or not exclude the concentrators indicated in "Follow-up Entry" for your report. **Select "No" for "Report Excluded" to not include duplicate concentrators and generate only the 2008-2009 Perkins IV concentrators' follow-up results.**
- 3. The response percentage of the following columns will be calculated:
 - a. Graduated
 - b. Post-Secondary
 - i. Post-Secondary Institution Enrolled
 - ii. Remedial Courses Taken
 - iii. Dual Credits Used
 - iv. Tech Prep (articulated course credits awarded)
 - v. Licenses or Certificates (post-secondary licenses or certificates awarded)
 - c. Military
 - d. Employed
 - e. Not_Placed
 - f. Not_Located
 - g. Other
 - h. Related to High School CTE Area of Concentration

4. Survey Response Rate and 5S1, Secondary Placement, Core Indicator of the Perkins Report are included in the report.
5. You may save the follow-up report in HTM/HTML format and then open from Excel to manipulate the reported data.